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Incoming Student Exchange Guide

2017/18

Ravensbourne

Welcome to Ravensbourne

We are delighted that you have chosen Ravensbourne for your study abroad and can't wait to welcome you and share all that Ravensbourne has to offer!

We are an innovative, industry-focused university sector college [located](#) in the heart of London with a community of approximately 2,400 students. Champions of creativity and collaboration, we are dedicated to giving our learners the specialist skills and opportunities they need for outstanding careers in digital media and design. We offer practical courses at pre-degree, undergraduate and postgraduate level, in addition to professional short courses.

Driven by industry standards and supported by the latest high-performance technology, we produce extremely employable and enterprising graduates. We have a strong track record in graduate employment and business creation.

This Guide is aimed at students coming to London as Erasmus+ exchange students or within the Swiss-European Mobility Programme or international exchange students. Please note that not all the information given in this guide will be relevant to you.

Hopefully, after reading this Guide you will feel ready and, most of all, enthusiastic about your upcoming exchange at Ravensbourne! If you have any questions at any stage please do not hesitate to contact the Study Abroad Team by [email](#).

We very much look forward to welcoming you to Ravensbourne!

Best wishes,
The Study Abroad Team

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**Why
Ravensbourne?**


Why Ravensbourne?



There are many reasons that Ravensbourne attracts students across the globe. We offer a thriving, professional and collaborative environment to each of our students, and over 40 foundation, undergraduate and postgraduate courses to choose from. Our tutors are helpful and approachable and actively encourage and develop creative thinking and production.

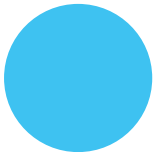
In addition to this excellent student experience and support, we are proud of our base in a state-of-the-art building in London, one of the most flourishing and exciting cities in the world. Ravensbourne now has a materials library curated by Material ConneXion. The library provides students with the learning tools to touch, feel, compare and contrast materials, allowing them to make informed choices when developing their ideas as well as the opportunity to work with up-to-date materials, selected by a monthly jury at Material ConneXion. This collection aims to improve the knowledge of our graduates and assist them to become the future innovators of the design world. We also have a high-quality Prototyping Department with two labs equipped with the tools, technology and professional support necessary to make physical objects such as models and garments.

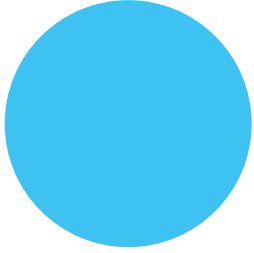


During your time at Ravensbourne, Student Services are available for guidance and assistance when needed. They can help with things like finding suitable work placement opportunities, welfare advice and study skills support. While at Ravensbourne you will have access to a jobs and opportunities portal, regular evening talks with influential speakers from the industry, skill-building courses and master classes and tips and tricks on how to improve your CV and portfolio. This support runs alongside each of our undergraduate and postgraduate courses with the intention to help students during their time at Ravensbourne and to present their skills and experience in a professional and effective manner once their studies here have finished.

Every autumn brings the [Mozilla Festival \(Mozfest\)](#) . This collaborative community event is run by a passionate team with the aim of bringing together creative minds and bold ideas to develop the web as a global public resource that's open and accessible to all. MozFest is held at Ravensbourne and all students can attend for free.

Our campus sits close to the River Thames in London and is right next to the world famous [O2](#) music arena and its expansive programme of live performances and events, as well as big name bars and restaurants and a multiplex cinema. Inspiration is never far away in London with over 750 museums and galleries, including the world famous [National Portrait Gallery](#)  and the [Victoria & Albert Museum](#) , to explore. London, the home of the 2012 Olympics and Paralympics, also presents excellent shopping, a buzzing nightlife scene, local and international restaurants, entertainment venues, sports facilities, leisure centres, historical landmarks, street markets and parkland festivals. All of this and more, is within easy reach thanks to our close proximity to North Greenwich tube station, which offers a strong transport link via the Jubilee line to the rest of the city together with many buses and the Thames Clippers.





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How to apply



How to apply

If you are interested in the opportunity of studying at Ravensbourne, please send an email to the [Study Abroad Team](#) 📧 stating the following:

- the name of your institution and whether they are currently in a partnership with Ravensbourne;
- the contact details for your Study Abroad coordinator;
- the course you wish to study at Ravensbourne;
- the year you want to take.

We will then send you an application form to complete. You will need to fill this out electronically and send it back before the application deadline.

What you need to include with your form:

1. Portfolio of your current work preferably in a digital format. This can be sent via WeTransfer or Dropbox if the file is larger than 20mb.
2. Letter of recommendation from your academic tutor at your home institution.
3. Most recent academic transcripts translated into English.
4. Copy of your passport.
5. Personal statement that briefly outlines why you wish to study at Ravensbourne, as well as any additional information (interests, work experience etc.) that you feel may support your application.

The deadlines are as follows:

For Term 1: 30th May

For Term 2 and 3: 30th October

If successful, you will receive via email an offer letter confirming your place at Ravensbourne. Please do not plan ahead until you have received this email.



How to Choose Courses at Ravensbourne

Academic delivery at Ravensbourne is probably going to be very different to what you are used to at your home institution. Our courses are focused on one subject and students are assessed on units that they complete within that course. The units are what give you academic credits.

We have a course that runs for three years called BA (Hons) Animation. 'The Animation Techniques' is a unit from the first year and 'Character Performance' is a unit from the second year.

Most units tend to run over the course of one term, but some may run for longer. Units are never repeated. There are usually five units in a year, but not always. Some units are 15 ECTS and others 7,5 ECTS, although occasionally a few of our units do not follow this pattern.

Please note that 15 ECTS is the equivalent to 30 UK credits and therefore you will only see UK credits on our definitive documents.

For a full list of our courses and their units please see [this page](#) on the intranet.








**Plan ahead
for your arrival**

Plan ahead for your arrival

In order to get ready for your exchange we advise you to read this section carefully and follow the steps given, so that your term gets off to an effortless and prosperous start.

Entering the UK


Nationals from an EU/EEA country or Switzerland who are participating in a student exchange programme will need a passport or valid national ID card in order to enter the UK. You will be able to live here for up to one calendar year and no other documentation is required.

Non EU/EEA students will require a visa to study in the UK. If you will be studying in London for less than six months you can apply for a UK Short-term Student Visa (you can use the Letter of Acceptance we shall provide you to apply for this visa). However, if you will be studying for more than six months you will require a Tier 4 (General) Student Visa (you will need a Confirmation of Acceptance for Studies (CAS) from Ravensbourne in order to apply for this visa). Full visa information can be found on the UK Visa and Immigration (UKVI) [website](#) .





Once you have received your short-term study visa or your Tier 4 General student visa please provide us with a copy.

Please be aware that your visa application is your responsibility. Even if your application to study has been accepted by Ravensbourne, you may not receive a visa to study in the UK.

Arranging Accommodation

Ravensbourne does not offer accommodation, but links to different options can be viewed on our [website](#)  Please check carefully, as not all accommodation is available on a short term lease.

Please be advised that Ravensbourne does not endorse any of the following websites so please take additional care when applying for accommodation through these channels, particularly when they concern financial transactions.

For short term leases, an alternative resource can be the ErasmusU [website](#) . Other useful websites include [Airbnb](#)  and [SpotAHome](#) . SpotAHome is particularly handy as it features an option for study abroad/Erasmus+ students and you can receive a 15% discount on the booking fee using the code RAVENSBOURNE15 when making a booking. Other options include [Short Term Housing](#)  from the University of London or joining specific Facebook groups, which some students have found useful when looking for accommodation.

Be aware that the Study Abroad Team will not be able to help you if you experience difficulties or wish to leave your accommodation early so make sure you read any documents that you sign as these will be legally binding.



London is divided up into zones and Central London is Zone 1, which is extremely expensive to rent in. As you go further out of the city, the accommodation becomes cheaper, but travel becomes more expensive. Ravensbourne is situated in Zone 2-3 and the closest underground station is North Greenwich, which is on the Jubilee line. The transportation links in London are very good, but you should bear these in mind when looking for accommodation.



Travel Planning

There are direct flights from all over Europe to several London airports including City, Gatwick, Heathrow, Luton and Stansted. Each airport has public transport links direct to the city centre including taxis, trains and buses. The only airport with a tube station is Heathrow. Using the bus is usually the cheapest, but also the slowest option. Taxis can be expensive and trains are generally the fastest option.

Alternatively, you can drive to London or take the train from mainland Europe. To get across the channel you can either take a ferry or you can take the Eurostar train.

Please notify us of your arrival date.

Health and Insurance


It is highly recommended that every student takes out health/travel insurance in order to minimise the financial risks of any incidents during your time at Ravensbourne. Having insurance will give you a safety net for things like medical expenses and many insurance companies offer 24/7 assistance.

EU/EEA students can register for a European Health Insurance Card (EHIC). This is a free card that allows you to easily access the National Health Service (NHS) here in the UK.





Banking

If you are studying in London for a full academic year, you may want to think about opening up a UK bank account. Do some research into the many different banks in the UK and the accounts you may be eligible for. You may want to choose a bank that has a branch close to the College or your living address for convenience. You will need to make an appointment at your chosen bank and bring along your student ID card, passport and an official letter from the College. We will send this official letter to your College email account after your registration process has been completed and you have provided details of your term-time address. Alternatively, a copy can be requested from the [MLE](#) .

If you are studying in London for less than six months, it is likely that you will be unable to apply for a UK bank account.

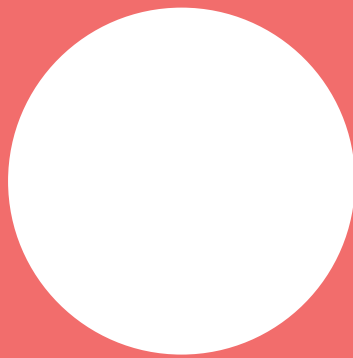
The Enrolment Process

Before your arrival you will be sent an email with a link to enrol. Online Enrolment is a compulsory step of the registration process at Ravensbourne and must be completed. During Online Enrolment you will be asked to check and confirm personal details as well as provide some additional information about yourself.

Once you arrive in London you will need to come to Ravensbourne campus and complete the enrolment process. When you come in you will be required to bring with you a form of photographic ID such as a passport or a driver's licence. You will be asked to sign a finance form even if the tuition fees are waived.



Touch down in London



Touchdown in London!

Congratulations! You've just arrived in London and now it's time to unpack, settle in and let the adventures begin...

Finding your way around

Ravensbourne only has one [campus](#), which is located in North Greenwich right next to the world's busiest music arena, the [O2](#).

Registration

Upon arrival, please take the following essential steps to enrol and complete your registration.

- **Meet a member of the Study Abroad Team**
You should contact the Study Abroad Team via email prior to coming to London to finalise the course choices in your Learning Agreement and to arrange to meet with a member of the team as soon as possible after your arrival. We will help you enrol and will collect any documents that require the signature of the Institutional Erasmus+ Co-ordinator. A student ID card will be issued to you at enrolment and this card is required for accessing the building, borrowing materials from Study Zone and the Central Loan Resource, and using printing facilities on campus.
- **Visa Registration**
Students who require a visa to study in the UK must attend the visa registration session during the first week of the term of their arrival. You must collect your Biometric Residence Permit (BRP) within 10 days of your arrival in the UK from a designated Post Office. Visa students will be sent additional information on the process prior to their arrival in London.



Moodle

You will have access to Ravensbourne's Virtual Learning Environment '[Moodle](#)' within 24 hours of completing registration. Here you will find content such as lecture notes, timetables and reading lists specific to your course and level. Moodle also offers a number of interactive tools, including forums and quizzes, to help you engage with course content and collaborate with your peers.

Your login and password for Moodle will be the same as your WiFi login.

Ravensbourne Email Account

As an exchange student you will be given a Ravensbourne email account. This email address will be used by the College to communicate with you. You are advised to check your email account every day so that you do not miss important information. Not checking your inbox regularly is not an acceptable excuse.

Facilities

As a Ravensbourne student you will have access to all the facilities available to all students. Some require specific training before you are allowed to use them, but if it is part of your course training will be provided. There are more than 4,000 different pieces of equipment from the Central Loan Resource (CLR), including cameras, lighting, microphones, laptops and IT accessories. For more information and to book equipment visit the [CLR page](#) on the intranet. You will need to log in to view this page.

After being trained you will also have access to the Prototyping Labs, which provide the technology for you to be able to create prototypes, from early concepts and toiles to finished garments and presentation models. There is machinery that enables users to create detailed presentation work or quick sketch models for development purposes. For information on equipment available and opening times go to the [Prototyping Department page](#) on the intranet.

Our Study Zone is a first-class library service, where we focus on making sure we meet your needs as an individual learner. There is a wealth of information available to you - in print, online and multimedia format and we will ensure you have all the skills you need to navigate the library's resources independently. Further information about the collections and services offered are available on the Learning Resources [website](#).

Other facilities include a TV studio and gallery, post-production equipment including colour grading, a music studio and specialised printing facilities.

There is also free wireless access and areas for laptop use across the building. To get onto the WiFi, your username will be your ID card number. If you are experiencing any issues with the computing facilities you can contact servicedesk@rave.ac.uk or pop by the IT Help Desk on Level 4.

Contacting the Study Abroad Team

Study Abroad Team members are available throughout the year to assist with any administrative or non-academic issues you may have.

If you have a quick query, or need to submit or collect paperwork, then you can simply pass by the Information Desk on Level 4 between 8:00am and 5:00pm. Paperwork that requires the signature of the Institutional Erasmus+ Co-ordinator should be submitted to the Information Desk and will be available for collection within 48 hours.

You can of course contact us by [email](#) at any time, and we will respond to you as soon as we can.





Studying at Ravensbourne



Studying at Ravensbourne

Due to differing education systems and cultures you will probably find studying in the UK to be quite different to studying in your home country. This section will help you organise your studies at Ravensbourne and become familiar with our procedures for attendance, monitoring and assessments.

Academic Calendar

The dates for the Academic Calendar can be found [here](#) .

15 Point Marking Scale

All coursework and class assessments at Ravensbourne are graded using the following 15 Point Marking Scale:

Letter grade	Point value	Equivalent percentage mark	Undergraduate BA, BSc
A+	15	95-100%	
A	14	90-94%	1st
A-	13	85-89%	
B+	12	80-84%	
B	11	75-79%	2:1
B-	10	70-74%	
C+	9	65-69%	
C	8	60-64%	2:2
C-	7	55-59%	
D+	6	50-54%	
D	5	45-49%	3rd
D-	4	40-44%	
E	3	30-39%	Marginal fail
F	2	1-29%	Fail
F-	1	0%	
NS	0	0%	Non-submission




Absence


You must attend all of your classes and tutorials, however we realise that this may not always be possible if you are unwell or have another good reason. You will be required to report to the College if you are unable to attend classes for a period of more than seven consecutive days (including weekends).

Equally you must report an absence for a period of less than seven consecutive days if during this time you:

- > do not attend an examination;
- > fail to submit a piece of in-course assessment by the required deadline;
- > or are unable to attend a compulsory teaching session (e.g. tutorial, laboratory or seminar).

To report an absence, you should email your Course Leader cc'ing the relevant Academic Administrator on the first day of absence. Upon returning to class, please ensure you see your tutors to review what you have missed.

If you are here on a Tier 4 (General) Student Visa you must also report your absence to the International Department using the [T4Absence email](#) .

Some periods of absence will require you to submit supporting documentation (such as a medical certificate). For the full absence policy please check pages 19 and 20 of the Student Contract Handbook on the [intranet](#) .

Monitoring

In order to recognise any students potentially struggling or experiencing difficulties with their studies, Ravensbourne operates a strict monitoring system. Should it be the case that an Academic Administrator is concerned about your general attendance or performance; your absence will be reported to Registry.

In the event that your absence is reported, Registry will use your College email address to contact you. It is therefore essential to check your inbox regularly and read any email communication carefully. Emails from Registry will usually state a deadline for your response. It is mandatory to respond by this deadline as failure to do so may result in staff assuming that you no longer wish to be registered for the unit and you may be withdrawn from the course as a result.

In the event of withdrawal, you will be unable to receive the results for your assessments for that unit. If you no longer wish to be registered for a unit, please arrange an appointment with the Study Abroad Team as soon as possible to organise your official withdrawal from that unit.





Assessment at Ravensbourne

Assessment is an integral part of the learning process. Learning is often project driven and centred around a Unit Project Brief which sets out the scope and aims of the project, its assessed outputs and the criteria by which achievement will be evaluated.

Each unit of the programme has assessment requirements set out in the unit specification. You will receive more detailed information about what you have to do during the programme of the unit, which will take the form of a project brief on practical projects. Deadlines for the submission of assessed work will be published in these project briefs.

The diet of assessment experienced by a student will be broad and varied as appropriate to their discipline and the learning outcomes and curriculum of particular units. Each project and unit makes use of both formative and summative assessment. Ravensbourne places a high value upon formative assessment and it is perceived by students as being particularly useful as it is an opportunity to check how they are progressing with a project or within a unit. Students may receive feedback from both staff and their peers. Formative assessment normally takes place mid-way through a project, which gives plenty of time for reflection and adjustment. You may be given an indicative grade at the formative stage, however this grade will not be used to calculate your grade for the unit and may be very different to the final grade awarded.

Practical work, showcases and exhibitions of work are often required in specialist units at the summative assessment stage, and students are encouraged to provide evidence of the context and process around the resulting work as well as the work itself. Essays, blog entries, business plans and reports, and dissertations are also used in this context.

Please note that there will be no special arrangements made for Erasmus students who fail a unit. You must submit work by the agreed retrieval deadline, particularly if you are required by your home institution to achieve credits for the unit. The Exam Board will normally give you an opportunity to 'retrieve' that failure. However, while you will still be able to access resources such as the Study Zone and CLR, additional tuition will not be available. You will be given a new deadline by which you must submit the work and if you successfully retrieve failure, your grade for that unit will be capped at pass level/ D-.

Plagiarism

Ravensbourne has strict rules regarding plagiarism with which all students must comply.

Please read this section very carefully as there can be serious consequences if our plagiarism regulations are not adhered to. They may also be slightly different to the rules enforced by your home institution so it is worth paying extra attention to this segment.

Plagiarism is defined as stealing another person's ideas and presenting them as though they are your own. Some examples include:

- Copying from a textbook, journal article, thesis, essay or website without providing adequate reference to the original author;
- Reproducing original artwork, designs, film, sound or performance and presenting them as though they are your own;
- Copying someone else's programme, database, webpage or multimedia presentation without acknowledging their work.

Throughout your studies, you will be encouraged to reference the work of other artists, writers, designers or performers in your work. Tutors will expect to find reference to the sources of your ideas in supporting documentation such as sketchbooks or initial drafts. This is an essential and valuable part of your education. As long as the source of the ideas is acknowledged, this is not plagiarism.

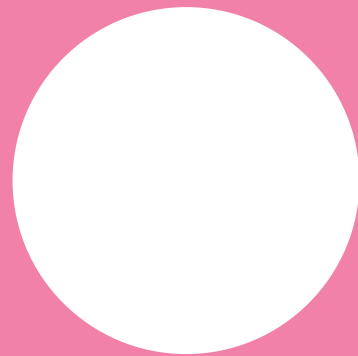
Students found to have plagiarised their work will fail the unit.

We would strongly advise you to refer to the Course Handbook on [Moodle](#) for more information on plagiarism. Please note that the location of this information will be slightly different for each course.





**Things you
need to know**




Things You Need to Know

Health

EU/EEA/Swiss nationals enrolled on any full-time course at Ravensbourne will be eligible for National Health Service (NHS) treatment. This will be in effect automatically and there is no requirement to apply for it in advance.

We recommend that you register with a General Practitioner (GP) at your local Medical Practice if you are studying in London for the full academic year. Becoming a member of a practice will allow you to obtain appointments and access treatments a lot more quickly. You will need to provide photo ID and proof of address when registering at a practice, in addition to any documentations detailing any ongoing medical conditions if applicable.

Should you only be studying in London for one term, you will be able to register with a GP but it will be at the discretion of the individual surgery. You should still be able to request an appointment as a Temporary Patient if you require a doctor but are not registered with a practice.

Students who require a Tier 4 visa to study in the UK must pay an Immigration Health Surcharge (IHS) of £150 per year of study (if you are studying for less than one year this amount will be pro rata). To check how much you are required to pay visit the UKVI's [website](#) . However, students who have paid this surcharge will be entitled to most NHS treatment free of charge.

It is your responsibility to ensure you have additional adequate medical insurance cover before coming to London.



Student Support

At Ravensbourne, we welcome applications from any student with a disability and our Disability Advisers are available for support and study assistance when required. The Disclosure of Disabilities section of the online application form gives anybody with a disability, which may affect their performance in assessed work or examinations, the chance to provide any relevant information on their impairment.


In advance of your studies beginning in London, our Student Support office will send an information pack to you in the event of you disclosing a disability on your online application. Our Disability Adviser is available for face-to-face appointments if required, as well as for online support via email. In order for us to arrange support for your medical condition or disability, documentary evidence in English will be required. Any information provided will be treated confidentially by the College.

Please notify the University as soon as possible if you are experiencing any difficulties with your studies as a result of your disability. As part of College policy, we take specific disabilities and medical conditions into account during unit and student performance assessments.






Study Skills and Neurodiversity


The Study Skills team can advise you on your academic writing to help you improve and develop your assignment writing skills. You will be able to book a one-to-one appointment with a member of the team should you need to use this service. More information is available on the [intranet](#) .

Student Counselling Service

If you are experiencing any personal troubles during your studies at Ravensbourne, we offer a Student Counselling Service. This service provides confidential support and is available to anybody studying at the College. Please refer to the [intranet](#)  for additional information about this.

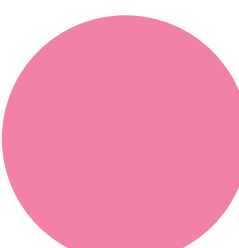
Cost of Living

London is considered to be a rather expensive city to live in. Your monthly expenditure will of course vary depending on your spending habits and lifestyle but on average, we estimate that you will need approximately £1000-£1400 per month to cover accommodation costs, food, travel, entertainment and day-to-day expenses.


Public transport, particularly taxis, can be expensive in London. You can get a 18+ Student Oyster photocard, which gives you 30% discount on Travelcards for public transport in London. More information is available on the Transport for London [website](#) . Please note that you must be officially enrolled at Ravensbourne for a minimum of 14 weeks in order to qualify for this. If you are only enrolled for one term (12 weeks) then you should speak with the Study Abroad Team to discuss an alternative solution.

Erasmus+ students should be able to access an Erasmus+ Mobility Grant. This will be administered and funded by the home institution and will prohibit the student from applying for any extra funding in the UK.

Council Tax



Council Tax is a tax on domestic property and is collected by local authorities for the funding of public services such as schools, libraries and waste collection. The amount of Council Tax due depends on the size of the property and the local authority you are living in. Everybody must pay Council Tax unless they are able to prove that they qualify for an exemption or discount.

Any full-time student registered at a UK institution is eligible for Council Tax exemption. As we do not offer College accommodation, you will likely be living in private accommodation where you will receive a Council Tax bill. In order to receive exemption from this, you will need to provide the council with a certificate to confirm your student status. This certificate can be requested from Registry on the [MLE](#)  and will verify your official dates of enrolment at the College. If you are living at the private property outside of these dates, you will be required to pay Council Tax to cover that period.

UK Travel

Students interested in using rail travel around the UK are eligible to purchase a Young Person's Railcard, which offers 30% discount on rail travel to full-time students and anybody aged 16-25. More information can be found on the [16-25 website](#) ▶. Alternatively, [Megabus](#) ▶ offers budget-friendly bus travel between UK cities with cheaper fares available if booked in advance.

Useful Phone Numbers

999 – The official UK emergency number

This is the official emergency telephone number for the UK for anybody urgently requiring the assistance of police, ambulances, the fire brigade or rescue services. It is very important that this number is only dialled in the event of an emergency – for example if a major crime is taking place or if somebody is seriously ill or injured and requires urgent medical attention. Calls to 999 are free of charge and can be dialled from a locked mobile phone.

112 – Another emergency number

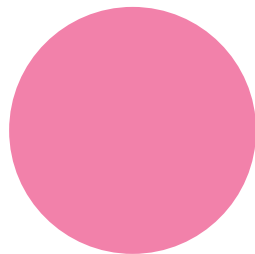
This emergency number is also free of charge and works in the exact same way as 999. The great thing about 112 is that it works from a mobile phone anywhere in the world and it offers a translation service. It is therefore worth noting down if you are considering taking a holiday abroad. Calls to 112 can also be dialled from a locked mobile phone.

101 – The non-emergency UK number for the police

This number connects the caller to their local police in the event of a non-emergency – for example if there has been a minor traffic incident or vehicle theft. Calls cost a fixed fee of 15 pence per call.

111 – The non-emergency UK medical number

This is the number for the NHS in the event of a non-emergency – for example if there is a minor injury or illness but it is not life-threatening. Calls are free and the service can provide advice on what to do next. Lines are open 24 hours a day.





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Life as a Student



Life as a Student

Ravensbourne Students' Union

The Ravensbourne Students' Union is a student organisation within the College, made up of a group of elected students who represent the social and academic interests of all students. The Union dedicates itself to all student societies and activities taking place within the College, be it academic, sporting or cultural pursuits. The aim of the Students' Union is to ensure that all students enjoy their time at Ravensbourne and you are encouraged to make the most of the many opportunities available. For more information, please pop in the Students Union office on the ground floor or visit the [website](#) ➔.

Freshers' Week

Freshers' Week takes place in the first week of the first term and is organised by the Students' Union with the aim to welcome all new students and help them settle in. All events taking place during Freshers' Week will be advertised around the campus, as well as on the Students' Union website and social media accounts.



Clubs and Societies

With 13 clubs and societies covering a range of interests from fencing to film screenings, Ravensbourne is proud to encourage and promote an active student social life. If you are new to the College, joining a club or society can be a great way to make friends and meet other students at Ravensbourne.

You can explore and learn about all the different clubs available during the Societies and Sports Club Fair, which takes place during Freshers' Week. All clubs and societies are also listed on the Students' Union [website](#) ➔.



School's Out!



School's Out!

As many students will tell you, time flies during term time and before you know it, your time as a student in London will come to an end. Before you leave, here are some things you may find helpful to know.

Certificate of Attendance

At the end of your stay in London, you will probably be required to complete a Certificate of Attendance, which should be submitted to your home institution as proof of your studies at Ravensbourne. You can check whether this is required by referring to Section 3 of your Learning Agreement, or by asking a member of the Study Abroad Team. You will need to submit this certificate via the Info Desk on Level 4 within seven days of your departure. The paperwork will then be signed off by the Institutional Erasmus+ Co-ordinator and will be ready to collect again within 48 hours.

Academic Transcript

This document provides official confirmation of the results you have achieved at Ravensbourne and how these can be converted to the ECTS grading scale.

At the end of your studies at Ravensbourne, once all assessment results have been processed through the exam board in July, an Academic Transcript will be sent to your permanent home address automatically. If you are studying at Ravensbourne for just the first term, then you will be sent a provisional results letter which will be subject to ratification at the exam board. It is essential that you provide the Registry with your home address prior to your departure from London.

Extending your Stay

If you wish to extend your stay or find out if it is a possibility, please contact the [Erasmus Team](#) as soon as possible.

Alumni

After studying at Ravensbourne, you will be part of our alumni network. To make full use of all that this network offers, please register on the [website](#).

